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24 May 1957

[redacted]

COMPTROLLER INSTRUCTION NO. 43

SUBJECT: Designation of Personnel to Serve as Notaries Public and Reimbursement of Expenses for Obtaining Their Commissions

1. PURPOSE

The purpose of this instruction is to provide for the execution of the Comptroller's responsibilities in the reimbursement of expenses of Agency personnel relative to obtaining notary public commissions, as provided by Public Law 681-84th Congress, 2nd Session. This Instruction shall be effective retroactively to 1 January 1955.

2. GENERAL

a. Allowances may be granted to Agency personnel who are required to serve as notaries public as part of their official duties, not to exceed the actual costs of qualifying for or renewing their commissions. Reimbursement in any case may include license fee, premium on surety bond, notarial seal, and cost of rubber stamp evidencing the appointment and date commission expires. (The District of Columbia waives payment of a license fee during such periods as the designated individual serves the Federal Government as part of his official duties).

b. Personnel who are to serve as notaries public shall be approved by their supervising Agency components before reimbursements may be made.

3. PROCEDURES

a. Claims to be Paid from Vouchered Funds

Personnel paid from vouchered funds ordinarily shall submit their claims, supported by receipts where possible, to the Fiscal Division for payment; however, if the appointing Agency component determines a security factor is involved the claim for reimbursement to such personnel may be presented to the Finance Division for payment. The use of Standard Form No. 1034, "Public Voucher for Purchases and Services Other Than Personal," is preferred. The voucher (or other statement of claim) shall be approved by an approving officer of the individual's component which shall be accepted by the Office of the Comptroller as an indication that the appointment was necessary, and

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